



U.S. Department of Justice
Office of Justice Programs
Community Capacity Development Office

**Grantee Site Characteristics and
Activity Data Report Forms Guidance**
Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2004



FY 2005 Report Forms Purpose and Return Information

Purpose

In order to report on the nationwide activities supported by its efforts, the Community Capacity Development Office (CCDO) has developed this set of forms to collect basic data on the programs and services provided through local Weed and Seed sites. The diversity of activities performed, clients served, and community characteristics across the local sites make the collection of uniform and consistent national statistics very difficult. This report form is designed to gather baseline information which applies generally to all local sites and also provides some indication of the broader aspects of the Weed and Seed strategy for crime control and community revitalization.

Where Completed Forms Should Be Sent

Completed forms should be submitted to the Community Capacity Development Office through the OJP GMS electronic application process. See the CCDO Application Kit for more information on this.

FY2005 General Reporting Guidance

Major Reporting Changes for FY 2005

For FY 2005, the following changes have been made in the GPRA forms:

The nonHUD-related program information was consolidated into sections that reflect the four Weed and Seed components—law enforcement; community policing; prevention, intervention, and treatment; and neighborhood restoration. The Section identifiers and question numbers were adjusted to reflect this change.

Section A - Site Population Information

- The question requesting the total adult population was dropped.

Section B - Site Management/Operations Characteristics

- The questions concerning site coordinators, newsletters, and resource directories were expanded to include funding source information.
- The Steering Committee questions were changed to ask for the number of members and agencies/organizations formally represented.
- A question has been added about identifying sub-awards to private, nonprofit organizations.
- Two questions related to multi-area sites and steering committees were eliminated.

Section C - Law Enforcement/Prosecution Characteristics

- The list of possible participating agencies for multi-jurisdictional task forces was modified to reflect the creation of the Department of Homeland Security (DHS).

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- The table for reporting drug arrest data was modified to facilitate data entry and the two separate drug categories for cocaine and crack cocaine were consolidated into one.

Section D - Community Policing Activities

- The question concerning community policing activities was expanded to include information about funding sources.

Section E - Prevention, Intervention, and Treatment

- The table for seeding activities/services was modified by eliminating the Safe Haven/Other Location distinction and adding the funding source information.
- Added two questions related to coordination with the Serious and Violent Offender Reentry Initiative (SVORI) projects.

Section F - Neighborhood Restoration

- Consolidated and modified two questions related to neighborhood restoration activities to reference information from the sites' 2004 grant application and to indicate funding sources.

Section G - Coordinated and Leveraged Non-CCDO Weed and Seed Resources

- Information expanded to include whether leveraged resources are primarily intended for weeding or seeding-related activities.

Section I - Designated Area Characteristics

- One question about HUD Public Housing Drug Elimination Grants deleted.
- Other questions about type and number of subsidized housing and coordination with public housing authorities reformatted to clarify responses.

Section J - Crime Problem Assessment

- Questions 1 and 2 were reformatted to clarify responses.
- Four questions were deleted.

Section K - Partnerships to Address Crime

- Two questions were added about the role and characteristics of public/Indian housing authority involvement.

Section L - Program Implementation

- Questions were reduced from 15 to 4 and reformatted to clarify responses.

Section M - Program Evaluation

- Questions were reformatted to clarify responses.

Data Collection/

The CCDO recognizes the limitations of staff time and other resources under which the local sites operate. Consequently, specific data elements were chosen that are general indicators of program activities and should be within the capabilities of local sites to provide. These instructions provide direction when estimates may be necessary because

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Reporting Issues

the available data do not exactly correspond to the report form's categories, the particular Weed and Seed site boundaries, or time periods for this report. Space is provided in this form for explanatory notes.

The CCDO expects each site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting these data in the future when they are not currently accessible. Describing the scope of the national Weed and Seed effort is a critical task in documenting its importance in crime control and community revitalization. The collection of uniform and consistent program activity data is essential for this capability.

Technical Assistance Available

CCDO has requested that the Justice Research and Statistics Association (JRSA) provide technical assistance in the implementation of this data collection effort. JRSA will provide guidance to local sites, collect and process the reports, and prepare summaries of the data.

For additional guidance with these forms, contact the JRSA Weed and Seed Project staff at (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrja.org - Internet email.

Use of the Report Forms and Submission Dates

The report forms are in two parts. The purpose and the timing for submitting each of the forms are as follows:

Part I - Site Characteristics and Activity Data Report is intended for local site information that would serve as the basis for calculating various statistical measures such as averages or deriving various site summary reports by types of services or activities offered. It also contains the statistical information on each Weed and Seed site's efforts. This form should be submitted annually along with your site's CCDO grant application. Please refer to the annual CCDO Grant Application Kit instructions for the exact submission date for each year.

Part II - Site Characteristics Update is a means to inform the CCDO during the program year of significant changes in the site characteristics that may affect the program activity statistics, e.g., the addition of new Safe Haven facilities, community policing activities, or target area boundary changes. This form can be obtained by contacting the JRSA project staff directly.



U.S. Department of Justice
Office of Justice Programs
Community Capacity Development Office
**Part I - Grantee Site Characteristics
and Activity Data Report**

Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2004



*This form should be sent when a local site submits its annual CCDO grant application. For assistance in completing this form, see attached instructions. For additional guidance, contact the JRSA Weed and Seed Project staff at (202) 842-9330. Any attachments should be clearly identified as to which section and question they are submitted as a response. **Completed forms should be submitted to the CCDO through the OJP GMS electronic application process. See the CCDO Application Kit for more information on this.***

CCDO Site ID No.

(3 digit #): ___|___|___ State: _____ County/City: _____

Site Name: _____

Agency Name: _____

Person Completing This Form: _____ Title: _____

Phone: () _____ Fax: () _____ Email: _____

Date Submitted: ___/___/___ Reporting Agency (check one): ___ Federal ___ State ___ Local ___ Tribal

SECTION A - Site Population Information

1. Total population (Site only): _____ 2. Youth population (ages 0-17): _____

SECTION B - Site Management/Operations Characteristics

See attached Instructions for help in completing this response. Abbreviations used: "Y" for yes, "N" for no, or "P" for planned and "W" - Weed and Seed funds only, "P" - partially Weed and Seed funded, and "O" - involves no direct Weed and Seed funding.

	Status (circle one)	Funding Sources (circle one)
1a. Is there a Site Coordinator? If "yes", b. Is it a full-time position c. Are the position's duties only Weed and Seed-related	Y N P Y N P Y N P	W P O W P O W P O
2. Does your site have a regularly produced newsletter?	Y N P	W P O
3. Does your site produce a resource directory for its residents?	Y N P	W P O

4. Is the CCDO grant recipient a faith-based organization? ___yes ___no

5. How many members (not including site staff) are on the Steering Committee? _____

6. How many Steering Committee members represent faith-based organizations? _____

7. How many agencies/organizations are formally represented on the Steering Committee? _____

8. How often are the Steering Committee's regular meetings held (check one)

___biweekly ___monthly ___bimonthly
___quarterly ___semiannual ___other _____

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9. List any private, nonprofit organizations that received subawards from the Weed and Seed grants in 2004.
Attach additional sheets if necessary.

organization name and contact name	phone & email	amount	agency type (circle one)
a.			Faith-based Community-based Neither
b.			Faith-based Community-based Neither
c.			Faith-based Community-based Neither
d.			Faith-based Community-based Neither

10a. Have the designated area boundaries changed? **(All changes must be approved by CCDO.)** ☐yes ☐no

10b. If "yes", **include map** and describe the nature of the change using specific street names or other boundaries.

11a. Does your site's designated area include more than one jurisdiction such as multiple cities or counties? ☐yes ☐no ☐planned

If "yes",

b. Is there formal coordination across these jurisdictions? ☐yes ☐no ☐planned

c. Are there also site-specific steering committees for each jurisdiction? ☐yes ☐no ☐planned

SECTION C - Law Enforcement/Prosecution Characteristics

1. Does the site's weeding effort include a multi-jurisdictional task force? (check one): ☐yes ☐no ☐planned

If "yes", please check all agencies that are involved:

<input type="checkbox"/> ATF	<input type="checkbox"/> DHS/Secret Service	<input type="checkbox"/> US Marshals	<input type="checkbox"/> County/local police
<input type="checkbox"/> DEA	<input type="checkbox"/> FBI	<input type="checkbox"/> US Postal Service	<input type="checkbox"/> County/local
<input type="checkbox"/> DHS/Coast Guard	<input type="checkbox"/> HUD IG	<input type="checkbox"/> BIA	<input type="checkbox"/> prosecutor
<input type="checkbox"/> DHS/Customs & Border Protection	<input type="checkbox"/> IRS	<input type="checkbox"/> Tribal police	<input type="checkbox"/> Housing Authority
<input type="checkbox"/> DHS/Immigration & Customs Enforcement	<input type="checkbox"/> National Guard	<input type="checkbox"/> State Attorney Gen.	<input type="checkbox"/> other, _____
	<input type="checkbox"/> other DOD agency	<input type="checkbox"/> State police/patrol	
	<input type="checkbox"/> US Attorney		

2a. Is there a Project Safe Neighborhoods (PSN) initiative in the site's designated area? ☐yes ☐no

2b. If "yes", does your site coordinate with Project Safe Neighborhoods? ☐yes ☐no ☐planned

Part I - Grantee Site Characteristics and Activity Data Report

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3. Please report the total number of homicides for the three preceding calendar years:

Area	2004	2003	2002
a. Weed & Seed Site Only	_____	_____	_____
b. Entire Jurisdiction (i.e., city, town, county)	_____	_____	_____
Jurisdiction Name: _____			

4. Please report the number of drug arrests associated with your site's Weeding activities including those that occurred outside the target area but directly affect it or have a significant nexus to it. **NOTE: Enter "NA" to indicate missing or unavailable data. Use a zero (0) when no arrests occur**

Data for most recent calendar year (i.e., 2004) drug arrests; unless otherwise specified here: _____

Type of Controlled Substance	Sale/Manufacturing	Possession	Total Arrests
Heroin			
Cocaine (all forms including crack)			
Marijuana			
Methamphetamines only			
Prescription drugs			
Other (specify):			
TOTAL ARRESTS			

5. Please attach any additional data or reports that provide indicators of your site's major focus or efforts related to crime and law enforcement. If any attachments are responses to this question, please identify them as such.

SECTION D - Community Policing Activities

1. Please indicate the types of community policing activities used. See attached Instructions for help in completing this response. Abbreviations used: "Y" for yes, "N" for no, or "P" for planned and "W" - Weed and Seed funds only, "P" - partially Weed and Seed funded, and "O" - involves no direct Weed and Seed funding.	Status (circle one)	Funding Sources (circle one)
a. Foot patrols	Y N P	W P O
b. Bike patrols	Y N P	W P O
c. Substations	Y N P	W P O
d. Crime watch	Y N P	W P O
e. Police participation in community meetings	Y N P	W P O
f. Other activities, please specify:	Y N P	W P O

Part I - Grantee Site Characteristics and Activity Data Report**Page 4 of 11****SECTION E - Prevention, Intervention, and Treatment**

The following questions refer to Safe Haven facilities as defined in the attached GPRA Instructions and CCDO Weed and Seed Implementation Manual.

1a. Number of Safe Haven facilities: _____ 1b. Number of Safe Havens receiving CCDO funding: _____

2. List names and complete addresses for all Safe Haven facilities (attach additional pages if necessary):

Facility Name	Street Address	City/State/Zip Code
_____	_____	_____
_____	_____	_____

3. Please indicate the types of activities/services provided as part of the site's Seeding Strategy. See attached Instructions for help in completing this response. Abbreviations used: "Y" for yes, "N" for no, or "P" for planned and "W" - Weed and Seed funds only, "P" - partially Weed and Seed funded, and "O" - involves no direct Weed and Seed funding.

Seeding Activities/Services Provided	Status	Funding Sources	Seeding Activities/Services Provided	Status	Funding Sources
a. academic courses and tutoring	Y N P	W P O	n. Boys/Girls Club programs	Y N P	W P O
b. mentoring	Y N P	W P O	o. scouting programs	Y N P	W P O
c. Drug Education for Youth (DEFY)	Y N P	W P O	p. military cadet training	Y N P	W P O
d. prevention education other than DEFY, describe:	Y N P	W P O	q. anti-gang education/ training	Y N P	W P O
e. dispute resolution and mediation	Y N P	W P O	r. Communities in Schools programs	Y N P	W P O
f. recreation/athletics	Y N P	W P O	s. performance/applied arts programs	Y N P	W P O
g. job training	Y N P	W P O	t. victim assistance programs	Y N P	W P O
h. job placement	Y N P	W P O	u. community projects, e.g. clean-ups	Y N P	W P O
i. anti-drug education	Y N P	W P O	v. general health screening services	Y N P	W P O
j. community police co-located in Safe Haven	Y N P	W P O	w. lead poisoning screening service	Y N P	W P O
k. safe corridors (school escorts for children)	Y N P	W P O	x. other, specify:	Y N P	W P O
l. summer day camp	Y N P	W P O			
m. youth leadership training	Y N P	W P O			

4a. Is a Serious and Violent Offender Reentry Initiative (SVORI) project in the site? ___yes ___no ___planned

4b. Does the site directly coordinate with the SVORI project? ___yes ___no

5. Provide the total unduplicated Safe Haven attendance (i.e., number of persons receiving services and not visits or sessions attended) for all services/activities during one typical week (see instructions for additional guidance)

Safe Haven attendance for week of ____/____/2005 (month/day): _____

6. Please attach any additional data or reports that provide indicators of your site's major focus or Safe Haven-related efforts. If any attachments are responses to this question, please identify them as such.

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SECTION F - Neighborhood Restoration Information

1a. Number of community development corporations within designated site area: _____

1b. Number of community development corporations that site coordinates activities with: _____

2. Identify the neighborhood restoration projects listed in your 2004 grant application that were implemented. Circle "W" - Weed and Seed only, "P" - partially Weed and Seed funding, and "O" - no Weed and Seed funding. Attach additional sheets as necessary.

Neighborhood Restoration Projects	Funding Sources
Economic development	
a.	W P O
b.	W P O
c.	W P O
Job training & employment opportunities for residents	
a.	W P O
b.	W P O
c.	W P O
Small business development	
a.	W P O
b.	W P O
c.	W P O
Improved housing conditions	
a.	W P O
b.	W P O
c.	W P O
Physical environment cleanups	
a.	W P O
b.	W P O
c.	W P O

3. Are any Weed and Seed strategy activities related to or are otherwise involved in the EPA Brownfields Program?

- a. Brownfields Assessment Demonstration Pilots __yes __no __planned
- b. Brownfields Cleanup and Revolving Loan Fund Pilots __yes __no __planned
- c. Brownfields Showcase Communities __yes __no __planned
- d. Brownfields Tax Incentive __yes __no __planned
- e. other, specify _____ __yes __no __planned

Part I - Grantee Site Characteristics and Activity Data Report

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SECTION G - Coordinated and Leveraged Non-CCDO Weed and Seed Resources

Identify coordinated and leveraged resources (excluding funding from CCDO). This is defined as those funds that explicitly help, in whole or part, to implement the Weed and Seed strategy. Please estimate the amounts that are being expended for your site. Circle "W" for primarily funding Weeding activities or "S" for primarily Seeding activities. (See Forms Instructions for more help; attach additional sheets as needed.)

Types of Non-CCDO Support	Source (Agency/Assistance Program)	Amounts Received Jan.-Dec. 2004	Weeding or Seeding (circle one)
1. Other U.S. Department of Justice Funding			
a. direct DOJ grants, e.g., OJJDP Drug-Free Communities Grants			W S
			W S
b. COPS Office grants			W S
			W S
c. formula and block grants, e.g., BJA Byrne Formula and Local Law Enforcement Block Grants			W S
			W S
d. other DOJ grants/support			W S
			W S
			W S
2. Other Federal Funding			
a. HIDTA			W S
b. other, e.g., HUD HOPE VI grants			W S
			W S
			W S
3. Non-Federal Funding Sources			
a. state government funding			W S
			W S
b. local government funding			W S
			W S
c. Non-profits, e.g., United Way, foundations, churches			W S
			W S
d. For-profits, e.g., companies, banks			W S
			W S
			W S
e. other			W S
			W S
			W S
4. Total Funding from All Non-CCDO Funding Sources			

SECTION G - Coordinated and Leveraged Non-CCDO Weed and Seed Resources (cont'd)

In addition to direct grants and other forms of financial support, Weed and Seed sites often receive in-kind contributions which may include donated services, goods, or use of facilities and equipment. These type of donations can be a significant source of support for a local site. Please indicate these for your site. (See Forms Instructions for more help; attach additional sheets as needed. If any attachments are responses to this question, please identify them as such.)

5. In-kind Contributions

Source	Description
Weeding-Related Activities	
Seeding-Related Activities	

SECTION H - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods). If any attachments are responses to this question, please identify them as such.

Part I, Supplement A - Crime/Violence in Public, Federally Assisted, and Indian Housing Grantee Site Characteristics and Activity Data Report

NOTE: The following GPRA questions only apply to those Weed and Seed sites receiving HUD Funding to Address Crime/Violence in Public, Federally Assisted, and Indian Housing. Do not complete these sections unless your local site has been awarded these funds AND SPENT ALL OR SOME OF THESE FUNDS DURING JAN.-DEC. 2004. Your responses to these questions must only relate to your HUD grant to address crime/violence in public, federally-assisted, and Indian housing in your Weed and Seed area.

SECTION I - Designated Area Characteristics

1a. Indicate the name(s) and locations (street address or other boundaries) of the target area to be served by the HUD funding provided in the CCDO grant. Please attach a map labeled as the HUD target area.

1b. Did you work with the local public housing agency (PHA) or Indian housing authority (IHA) ___yes ___no to select the area of concentration?

2. What is the PHA or IHA resident population in the designated area? _____

3. What are the number of public, federally-assisted, or Indian housing units in the designated area?

a. public housing _____

b. Federally-assisted _____

c. Indian housing _____

4a. Among the residents, is there a specific group that is the project's focus (e.g. youth)? ___yes ___no

4b. If "yes", indicate all applicable targeted groups (check all that apply);

___youth

___elderly

___ex-offenders

___drug offenders

___gang members

___single parent families

___minority communities

___other (please specify):

SECTION J - Crime Problem Assessment

1. Indicate the major crime category(ies) you are addressing in this public/federally assisted housing. Please check all that apply.

___drug crime

___violent crime

___property crime

___gang-related crime

___juvenile crime

___quality of life issues

___other (specify): _____

SECTION K - Partnerships to Address Crime

1a. Does the site's Steering Committee or any of its subcommittees include representatives from the public/indian housing tenants/residents' association or public/indian housing authority management staff or other officials?

___yes ___no ___planned

If "yes",

b. Indicate the number of residents _____; the number of management staff/officials _____

c. Did these representatives play an active role in developing the crime problem assessment and/or strategy?

Residents? _____

___yes ___no

PHA/IHA Management/Staff

___yes ___no

**Part I, Supplement A - Crime/Violence in Public, Federally Assisted, and Indian Housing
Grantee Site Characteristics and Activity Data Report
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2a. Does your local PHA/IHA have a unit devoted to safety, security, or crime? ☐ yes ☐ no

2b. If yes, are any members of your Weed (Law Enforcement and Community Policing) Committee from this unit? ☐ yes ☐ no

3a. Has a multi-jurisdictional task force related to gang, drug or illegal gun activity in public/federally assisted/Indian housing been developed since this program was started? ☐ yes ☐ no

3b. Has a multi-jurisdictional task force related to gang, drug or illegal gun activity in public/federally assisted housing been expanded since this program was started? ☐ yes ☐ no

4a. Have any new working partnerships for prevention/outreach efforts been developed? ☐ yes ☐ no

4b. If "yes", indicate any groups with whom NEW partnerships for prevention/outreach have been established during 2004:

☐ federal law enforcement ☐ federal non-law enforcement ☐ state govt. agencies
☐ tribal govt. agencies ☐ local govt. agencies ☐ community-based
☐ faith-based ☐ other (please describe) _____

5. What type of law enforcement (LE) presence is on-site in your site's public/federally assisted housing? (Check all that apply)

☐ federal LE agency ☐ state LE agency ☐ tribal LE agency
☐ city/county LE agency ☐ housing authority police ☐ private security company

6a. Was your local PHA/IHA directly involved in developing this strategy to address crime in public/federally assisted/Indian housing? ☐ yes ☐ no

6b. If "yes", how often do the PHA staff meet with the Weed and Seed representatives? _____

SECTION L - Program Implementation (Describe activities in which the HUD funding is being used)

1. What is the major focus of your Crime/Violence in Public, Federally Assisted, and Indian Housing Grant? (Check one.)

☐ physical improvements ☐ increased prevention services
☐ increased community development services ☐ increased law enforcement
☐ other (please describe) _____

2. Please provide information on law enforcement activities funded under the grant.

Services/activities	Number of manpower hours	Total residents served	Services/activities	Number of manpower hours	Total residents served
car patrols			resident meetings/speaking		
foot patrols			resident training		
bike patrols			door to door contact		
tenant/resident outreach			other (describe):		

Part I, Supplement A - Crime/Violence in Public, Federally Assisted, and Indian Housing Grantee Site Characteristics and Activity Data Report

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3. Please provide the number of residents served through prevention, treatment, and outreach activities.

Services/activities	Total residents served	Services/activities	Total residents served
substance/alcohol abuse prevention		ex-offender reentry outreach	
drug/alcohol treatment referrals		family-building	
family violence prevention		job-training	
gang prevention		victim assistance programs	
truancy prevention		community projects, e.g. clean-ups	
resident patrol programs		neighborhood watch	
at-risk youth programs		other (describe):	
general safety/crime prevention			

4. Indicate completed/planned physical improvements and other environmental design crime prevention efforts?

Type of improvement	Number of items		Type of improvement	Number of items	
	Completed	Planned		Completed	Planned
lighting			tree pruning/bush trimming		
front/lobby doors and locks			outside video surveillance		
indoor video surveillance			guard stations		
elevator crime/safety			individual unit changes		
fencing/gates			other (describe):		
graffiti removal					

SECTION M - Program Evaluation

1. Describe how you are measuring the impact these activities are having on crime and safety in public housing? Check all that apply:

- ☐ comparisons of baseline crime data in targeted area with measures following project implementation.
☐ crime mapping
☐ resident surveys
☐ neighborhood-wide survey
☐ other (describe): _____

2. Specify the type of crime, what type of data, numbers, and their sources that are being used to assess the crime problem in the HUD target area.

Offense Category	Indicator (enter a type of information from the following—arrests, crime incident reports, calls for service, or other)	Number Reported (Jan.-Dec.)		Data Source (enter the name of the agency providing the data)
		2003	2004	

**Part I, Supplement A - Crime/Violence in Public, Federally Assisted, and Indian Housing
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3. Are you working with any of the following to conduct your evaluation? (check all that apply)

- ☐ state statistical analysis center ☐ police department crime analysis unit
☐ housing authority police crime analysis unit ☐ university or research-based partner
☐ other federal state or local crime investigatory unit: _____

4a. What impact have the Weed and Seed activities had on crime in the area's public/federally-assisted/Indian housing? Attach additional pages or documents as necessary.

4b. Are there data to support the impact you describe? If yes, describe data and indicate source: _____

5a. Has the HUD funding resulted in an increase in the number of investigations/prosecutions for felony and misdemeanor crime activity in federally assisted or public housing? ☐yes ☐no

5b. If "yes", indicate the number of cases undertaken since the site began HUD-funded activities:

Number of investigations _____

Number of prosecutions _____



U.S. Department of Justice
Office of Justice Programs
Community Capacity Development Office

Instructions for Site Characteristics and Activity Data Report Forms Government Performance and Results Act (GPRA)



FY 2005 General Report Form Instructions

Scope of Activities to Be Reported

Local Weed and Seed sites rely upon the participation and support of many Federal, state, and local agencies. Consequently, their activities and impact should extend far beyond the direct financial assistance provided by the Community Capacity Development Office (CCDO). Each site should report on a basis which is reasonable and accurately reflects the Weed and Seed efforts in its community.

***Example:** Children utilizing Safe Haven facilities may receive services from several sources. In this case, because Safe Havens may function as convenient locations for delivering services to clients who might not otherwise use them, it may be appropriate to include programs or activities that are not directly supported through CCDO funds.*

Geographic Extent of Weed and Seed Operations

Although Weed and Seed is a geographically based strategy with defined target areas, the inclusion of activities for reporting should also rely on a reasonable judgement based on their relationship and impact on the site regardless of actual location. For law enforcement activities, this concept has been expressed in the following manner:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area (including) any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto” (Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed sites).

Time Period for Data Reported

Unless otherwise specified in a question, all information submitted in a GPRA should be for calendar year 2004 (January 1 - December 31, 2004). This is to allow for consistent comparisons across time periods and local sites and to enable the calculation of various statistics for the overall national Weed and Seed effort.

Data Estimation Acceptable

If actual program activity data are not available, an estimation method may be used to provide indicators of local Weed and Seed site efforts. See Footnote A in the Instructions for a discussion of acceptable methods and examples. For additional guidance on this topic, contact the Weed and Seed project staff at the Justice Research and Statistics Association (JRSA), (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrja.org - Internet email.

Suggested Data Sources

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Government planning agencies can usually provide demographic data (i.e., total population, youth--ages 0-17, and adults) and land area measurements. Colleges and universities may also have resources for obtaining the data needed for these reports. These may include their libraries; academic departments such as urban planning/affairs, geography, or criminal justice; or institutes for special studies.

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State Statistical Analysis Centers (SACs) can also provide information or technical skills helpful to local agencies. JRSA can identify the SAC agency for your state. Call the Weed and Seed Project staff at JRSA, (202) 842-9330, or send an Internet email to WeedandSeed@jrsa.org.

**Yes/No/
Planned
Response
Definitions**

The terms “yes,” “no,” and “planned” as used in these forms are defined as follows:

yes - The service or program activity is operational during the current year being reported. In other words, a budget has been established and funded, the staff are hired and working, and the appropriate facilities and equipment are functional.

no - No program activities have occurred during the current year being reported.

planned - Preparations have been made for starting a service or program activity such as funding received, staff hired, or facilities obtained during the current reporting year but no clients were served or program operations have taken place.

**Funding
Source
Response
Definitions**

In order to document the extent to which local Weed and Seed activities are being sustained through leveraged resources, the local sites are asked to indicate the funding sources that support certain aspects of their strategy implementation.

(W)eed and Seed Only - These activities or services are completely provided through the CCDO Weed and Seed grants.

(P)artially Weed and Seed Funded - These activities or services are supported through a combination of the CCDO Weed and Seed grants and funds from other sources.

(O)ther Funding Sources - These activities or services involve no direct CCDO Weed and Seed funding.

Part I - Grantee Site Characteristics and Activity Report Form Guidance

**SECTION A -
Site
Demographic
Information**

These data are usually derived from U.S. Census Bureau reports and may be supplemented by estimates produced by state or local demographers. Depending on the geographic area of the local Weed and Seed site, estimates of the population may be necessary. If your local site is on the Weed and Seed Data Center Web site (www.WeedandSeedDataCenter.org), this information can be found on it.

**SECTION B -
Site
Management/
Operations
Characteristics**

Question 1a asks if your site has a Coordinator. This would be a paid staff position responsible for the daily, ongoing management and operations of the local site. If the response to Question 1a. is “yes” or “planned”, you should then indicate in Question 1b. whether this is a full-time position or not. Question 1c. asks whether this position is dedicated to Weed and Seed-related duties only or has additional responsibilities not involving the site. The funding sources for this position should also be indicated.

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Question 2 asks whether a newsletter is regularly produced to inform the community of Weed and Seed activities and events. The funding sources for this should also be indicated.

Question 3 requests whether a resource directory has been generated which provides information on services, facilities, and other types of assistance available to the site's residents and other community members. The funding sources for this position should also be indicated.

Questions 4, 6, and 9 in accordance with recent Federal directives, are efforts to document the involvement of faith-based organizations with the Weed and Seed strategy at the local site level. CCDO invites faith-based organizations to self-identify themselves as such.

Community-based organizations (CBO) are defined as secular non-profits that provide direct social services at the local level. A non-profit whose mission is national in scope is not considered a CBO. The following are some examples of organizations that are not considered CBOs.

- Associations
- Institutions of Higher Learning
- Unions
- Research Institutions
- Hospitals
- Public Schools
- Foundations

Question 6 refers to steering committee members who serve in an official capacity or are designated representatives for a faith-based organization. It does not include persons who may be members of a faith-based group but do not have either of the previously described statuses.

Question 9 asks for information that identifies any private, nonprofit organizations receiving subawards using CCDO Weed and Seed funds. In order to follow up on this, agency and staff contact information, funding amounts, and agency type are requested.

Questions 11a, 11b, and 11c apply to those sites with designated areas that cross multiple jurisdictions. In these instances, there may be an overall steering committee (i.e., multi-city or county-wide) in addition to site specific steering committees. These questions are intended to identify those locations where a hierarchy of steering committees exist.

**SECTION C -
Law
Enforcement/
Prosecution
Characteristics**

Question 1 requests information about whether a multi-jurisdictional task force is being used as part of the local Weeding effort. Multi-jurisdictional task forces are operations that involve two or more law enforcement agencies and that cross geographic or criminal justice system agency boundaries.¹

If one or more exists or is planned within the next year, then you should indicate the agencies that are or will participate as members of the task force. Please keep in mind the comments about the geographic extent of Weed and Seed operations made in the Scope of Activities to Be Reported section at the beginning of these instructions.

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Questions 2a and 2b ask whether a Project Safe Neighborhoods (PSN)-funded effort is operating in your site's designated area and whether coordination is occurring between your local Weeding Strategy and the PSN initiative.

Question 3 requests the total number of homicides reported a) within the Weed and Seed area boundaries and b) the entire jurisdiction (i.e., city or county) in which the local site is located. In order to establish a trend for community conditions, three years of data are requested. **This information is required of all sites to maintain their CCDO support.**

Question 4 involves drug arrest data related to the site's Weeding activities. As previously stated in the **Scope of Activities to Be Reported** portion of these instructions, the drug arrest statistics can include those occurring outside the site's boundaries if they still involve the site's efforts or are intended to affect its conditions for improvement. Arrests by various drug types are also requested.

Question 5 is an opportunity for local sites to provide indicators of law enforcement activities that have focused on major community concerns such as truancy prevention, robbery reduction, and anti-drug or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION D -
Community
Policing
Activities**

Along with the performance of these activities, their funding sources during calendar year 2004 should be indicated.

Question 1e. refers to either a) general public meetings held in the target community that may be for Weed and Seed activities such as providing crime prevention education or forming a Neighborhood Watch group or b) local site staff attendance at meetings of community organizations such as civic associations, churches, or business groups. It does not refer to meetings of the Weed and Seed site committees or other meetings for internal Weed and Seed project operations.

**SECTION E -
Prevention,
Intervention,
and Treatment**

A Safe Haven is defined as a multiservice center that coordinates youth and adult services in a highly visible, secure, and accessible facility. The Safe Haven acts as a center of activity for most Weed and Seed initiatives. Consequently, not every facility or location associated with Weed and Seed activities may be a Safe Haven unless they fit the preceding description.

Questions 1a and 1b request the total number of facilities in the local site that are designated as Safe Havens and the number which receive any direct CCDO funding.

Question 2 is a listing of each Safe Haven facility's name (e.g., the Southside Boys Club, Lincoln Elementary School, or Midtown Community Center), its complete street address, city, state, and Zip code. Please clearly and accurately enter this information. It is needed for the computer-based site maps on the CCDO Web site. This information should be for all designated Safe Haven facilities regardless of whether or not CCDO funds are given to each facility. If more space is needed, additional pages can be attached.

Question 3 refers to those services/activities that are part of the site's Seeding Strategy. This implies active planning, coordination, and communication between the service providers and the local site and not just a facility location or clients served within the site's designated area. Along with the performance of these activities, their funding sources during calendar year 2004 should be indicated.

Questions 4a and 4b involve the possible existence of a Serious and Violent Offender Reentry Initiative (SVORI) project in the site's designated area and coordination with the local strategy. Information about SVORI, including grants, project activities, and contact information by state can be found at this Web site URL:
www.ojp.usdoj.gov/reentry/welcome.html

Question 5 refers to the number of persons receiving services and not a count of visits or sessions attended by one individual. The term "total unduplicated Safe Haven attendance" represents the number of persons utilizing the program during a typical week's operations. "Unduplicated" means that as much as reasonably possible the total count should not include repeat visits by the same individuals during the reporting period.

This information would be generally collected through attendance logs. For services such as after-school activities that the same children participate every day, an attendance sheet for one day should provide an unduplicated attendance count. For daily activities where different individuals may attend each day, separate attendance logs would be needed for each day that the program operates.

In instances where some of the same individuals may attend a mixture of activities during a week, the local site staff are asked to use their judgement in arriving at representative unduplicated counts of attendance. For example, when the majority of the attendees at two activities are the same persons, one count or attendance sheet will provide a reasonable unduplicated count. If there is little overlap in attendees, then separate attendance sheets for each activity may be appropriate. Estimates may be necessary for some programs.

Question 6 is an opportunity for local sites to provide indicators of Safe Haven activities that have focused on major community concerns such as academic performance problems, youth unemployment, or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies.

SECTION F - Neighborhood Restoration Information

This section relates to community-based organizations and activities that are involved in commercial and housing redevelopment, job training and employment services, and the creation of clean and safe neighborhood environmental conditions. Many local Weed and Seed sites have coordinated their activities with community development programs.

Questions 1a and 1b - A Community Development Corporation (CDC) is an organization that is owned and controlled by community residents and is engaged in affordable housing, business and/or commercial development. Although CDCs vary in size and scope, the vast majority are non-profit, tax exempt 501(c)(3) organizations. All

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CDCs have a board of directors composed of local residents, public officials, funders, bankers, relevant professionals, and/or community leaders.

Question 2 requests a listing of neighborhood restoration projects as originally identified in the site's 2004 grant application that were actually implemented. Their funding sources during calendar year 2004 should also be indicated.

Question 3 is related to the U.S. Environmental Protection Agency (EPA)'s Brownfields Program. The EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse Brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse.

There are several aspects of the EPA's Brownfields Program that may potentially involve and benefit local Weed and Seed sites. For example; EPA provides grants (up to \$350,000) to assess Brownfields sites and to test cleanup and redevelopment models; provides grants (up to \$200,000) to provide training for residents of communities affected by Brownfields to facilitate cleanup of Brownfields sites and prepare trainees for future employment in the environmental field; EPA provides direct cleanup grants (up to \$200,000) and revolving loan fund grants (up to \$1M) to capitalize funds to make loans for the environmental cleanup of Brownfields. These grants are intended to provide EPA, states, tribes, municipalities, and communities with funding and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

For more detailed information about these programs, visit the EPA's Web site at www.epa.gov/brownfields or contact:

Tony Raia
U.S. Environmental Protection Agency
Office of Brownfields Cleanup & Redevelopment
1200 Pennsylvania Ave. NW (MC 5105-T)
Washington, DC 20460
phone: 202-566-2758, fax: 202-566-2757, email: raia.anthony@epa.gov

Maps showing the Brownfields program areas can be viewed at:
www.epa.gov/brownfields/bfmapper.htm

**SECTION J -
Coordinated
and Leveraged
Non-CCDO
Weed and
Seed
Resources**

Because the U.S. General Accounting Office has requested documentation that the Weed and Seed strategy coordinates and leverages resources from the public and private sectors, these questions seek data on funding and in-kind contributions obtained from non-CCDO sources. It is recognized that because of the many formal and informal relationships that the local Weed and Seed programs have with many agencies and organizations, it will be difficult to obtain precise financial information. A reasonable effort should be made to estimate these amounts fairly and accurately.

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Reporting Time Period - So that the financial information provided will correspond to the programmatic data collected for the GPRA reports, the calendar year should be used for responses (i.e., January 1 to December 31). The calendar year 2004 data should reflect actual revenues when available. If necessary, reasonable estimates are acceptable if specific amounts are not available. (See Footnote A - Acceptable Estimation Methods for additional guidance.)

Source (Agency/Assistance Program) - As accurately as possible, please identify the agency, organization, or company providing the financial assistance. If there is a specific program or category (e.g., Department of the Navy, DEFY Program), this should be reported. Use additional sheets if necessary.

Jan.-Dec. 2004 in \$'s - Provide a dollar estimate of the financial assistance received from each source. At the bottom of the table, these figures will be totaled.

Weeding or Seeding - Indicate whether the grant or other assistance is intended to primarily support Weeding or Seeding-related activities by circling a "W" or an "S".

Types of Non-CCDO Support - In order to present a more complete picture of the national Weed and Seed strategy's impact, these figures should include any financial and other resources that are reasonably related to Weed and Seed activities in your local site. This applies to events or activities that may physically occur outside of the site's target area but contribute to the overall Weed and Seed strategy for your site. When possible, a dollar amount should be provided so that these figures can be totaled across all sites.

1. Other U.S. Department of Justice Funding - Refers to any financial assistance received from agencies of the U.S. Department of Justice (DOJ) other than the CCDO direct grants and Assets Forfeiture Funds.

a. direct DOJ grants - These are financial awards made directly from a U.S. Department of Justice agency to a Weed and Seed participating agency. This may include other agencies or organizations that are providing a component of the local Weed and Seed strategy or have established a cooperative relationship with the local Weed and Seed structure. An example is Project Safe Neighborhoods, the US DOJ-funded gun law enforcement program.

b. COPS Office grants - This agency is the Federal office responsible for advancing community policing. It has several assistance programs, e.g., Hiring Grants, COPS MORE, and Training and Technical Assistance Grants that provide support to local law enforcement agencies.

c. formula and block grants - These are grant programs that generally allocate Federal funds to State or local governments that within certain prescribed limits can spend this money as they choose. Frequently, subgrants are awarded to government agencies or non-profit community organizations for specific

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projects. Examples are the Bureau of Justice Assistance (BJA)'s Byrne Formula Grants and Local Law Enforcement Block Grants (LLEBG).

d. other DOJ grants/support - This refers to any assistance provided by US DOJ agencies that may not be included in the preceding categories.

2. Other Federal Funding - Refers to financial assistance received from any Federal agencies(e.g., Housing and Urban Development, Education, Health and Human Services, Labor, or the Environmental Protection Agency) other than those under the U.S. Department of Justice.

a. HIDTA (High Intensity Drug Trafficking Area (HIDTA) Program - The HIDTA Program operates under the direction of the Office of National Drug Control Policy (ONDCP). In specially designated areas of the country, HIDTA provides funds to enhance and coordinate drug-control efforts among local, state and Federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences.

b. other - Refers to any other Federal financial assistance programs.

3. Non Federal Funding Sources - Refers to any non-Federal financial assistance received in the categories listed.

4. Total Funding from All Non-CCDO Funding Sources - This should be the sum of all items listed in 1-3 above.

5. In-kind contributions - The purpose of this question is to obtain an indicator of the level of support derived from in-kind contributions. While these non-monetary donations can be critical to the operations of Weed and Seed-related activities, they do not generally substitute for the program costs covered by grants and other types of revenues. Consequently, these donations can be viewed as major resources leveraged by CCDO' financial support.

The term, in-kind contributions refers to any non-monetary support received such as donated staff/volunteer time, professional services, use of office/facility space, equipment, printing, food, vehicles, etc.

Part I, Supplement A - Crime/Violence in Public, Federally Assisted, and Indian Housing Grantee Site Characteristics Update Report Form Guidance

NOTE: The following GPRA questions only apply to those Weed and Seed sites spending HUD Funding to Address Crime/Violence in Public, Federally Assisted, and Indian Housing during calendar 2004. Do not complete these sections unless your local site has been awarded these funds for these activities.

Your responses to these questions must only relate to your HUD grant to address crime/violence in public, Federally assisted, and Indian housing. Only include data that applies to this geographic or programmatic subarea of the overall local site's activities.

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**SECTION I -
Target Area
Characteristics**

Question 1 - Please be specific regarding the streets or other landmarks that determine the boundaries for the target area. If the designated area is a specific building or housing project, please state the address and indicate the location of the facility on a map.

Questions 3a and 3b - The local housing authority, planning department, or similar agency that administers HUD-funded housing assistance programs should be able to provide this data. A target area's population and housing unit counts may also include individuals and housing not receiving Federal assistance but happen to be located there.

**SECTION L -
Program
Implementation**

The terms "participate" and "involved" are defined here to mean that a person has attended an event, meeting, or other function organized or sponsored through the local Weed and Seed effort. For long term activities, there should be some indication of an ongoing commitment to attend or contribute to this effort.

Question 6 - The number of items refers to counts of separate devices (e.g., locks or lighting fixtures), systems (e.g., closed circuit TV cameras and monitors), or individual physical improvements (e.g., a fence with a gate) as appropriate.

**Footnote A - Acceptable Estimation Methods
Data
Estimation
Conditions**

Collecting daily counts at each facility may be beyond the ability of some sites. Other sites may have difficulties obtaining data because their Weed and Seed geographic areas do not match the reporting boundaries used by the various participating agencies such as police precincts or districts, community agency service areas, or individual school zones or clusters. There also may be problems due to different reporting time periods or organizational units across agencies which may prevent the collection of data directly attributable to Weed and Seed staff or activities.

Following are several estimation methods that are acceptable for compiling information on Weed and Seed local site efforts. The choice of estimation method used is at the discretion of each local site but it is important to present as accurate a portrayal of the Weed and Seed activities as possible.

**Method 1 -
Proration of
Available Data**

When data are only available for a geographic area larger than the officially recognized Weed and Seed area or for a portion of the local site, an estimated value may be calculated based on the percentage that the Weed and Seed site is of the total area.

Example 1: If a police precinct reported that 30 homicides occurred during the last year and the Weed and Seed site is 50% of the precinct area, then 15 homicides should be reported for the site. The Proration Method should be identified for the data element Section F, Question 1a in the Explanatory Notes in the Part I - Grantee Site Characteristics and Activity Data Report Form.

Example 2: A youth midnight basketball league is hosted by a community center located in the Weed and Seed site but the facility's service area extends outside the

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Weed and Seed boundaries. Consequently, the participants include children who are not from the Weed and Seed site. Based on U.S. Census data, the Weed and Seed site accounts for 60% of the youth population in the center's service area. Consequently, 30 of the 50 youths participating are included in the count listed for Section G, Question 1 in the Part I - Grantee Site Characteristics and Activity Data Report Form and the Proration Method would be cited in the Explanatory Notes.

It should be noted that in the first example, geographic area was used as the basis for prorating the statistical data, while the second example used population data. The choice of which basis to use for calculating an estimate is determined by what may be most representative for your site. If a site contains a large amount of nonresidential area (such as businesses, schools, or hospitals) where arrests or other activities may occur, then land area rather than population may be an appropriate choice for the proration. On the other hand, population can be used when the statistics involve persons served.

**Method 2 -
Data Sampling**

When attendance counts of service clients may not be available for all Safe Haven facilities, then taking sample counts may be a reasonable substitute

Example: A local site has three Safe Haven facilities. The total unduplicated attendance count for the first facility is 30 and for the second facility is 45. For various organizational reasons, an unduplicated count is not available for the third facility. Several options are available for estimating the attendance at this facility.

Option A - If the third facility's program capacity is the same as either the first or the second facility, use that facility's attendance as an estimate for the third facility.

Option B - When an attendance count for an entire week may not be feasible for the third facility, a one day attendance count may still be possible. In fact, depending on the nature of the activities occurring there, the one day count may be sufficient.

Option C - If attendance counts are not feasible for all activities, it still may be possible to have attendance counts done for the major services that are the primary focus of the Safe Haven such as an after-school program that would be indicative of the Weed and Seed effort at that facility.

¹. Justice Research and Statistics Association. *Multijurisdictional Drug Task Force Operations: results of a Nationwide Survey of Task Force Commanders*. August 1993.